



**TWIN OAKS COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

DATE: October 22, 2024

PLACE: 8900 Westmoor Drive, Richmond TX 77407

ATTENDING: Robert Tice, President
Carrie McDonald, Treasurer
Sylvie Elmer, Vice President
Danny Handshoe, Secretary
Adeyinka Koiki, Director
Jennifer Gonzalez, C.I.A. Services, Inc.
5 residents from community

ABSENT:

With quorum duly established and notice properly given, President Tice called the board meeting to order at 5:59 p.m.

HEARINGS BEFORE THE BOARD

The hearing for T1003036 regarding violation 9228 was called to order at 6:02 p.m. and the owner was present. Owner petitioned the board to allow the roof due to the project being a large financial undertaking for them and they would not be able to change the whole roof. The hearing was adjourned at 6:30 p.m. The Board tabled the decision until looking at the roof in person.

MONARCH MEETING

The Board met with Monarch Landscaping to discuss concerns they have with their services that include but are limited to:

- Missing pictures from Kinetic damages that cost the association thousands of dollars.
- Communication concerns including but not limited to delay in responses, lack of updates, and missed calls.
- Landscaping crews are not catching landscaping issues when onsite.
- Lack of irrigation inspections
- High cost of supplemental services
- Trouble with onboarding new account manager

Monarch assured the Board that all of these issues will be addressed properly and they would like to continue their business relationship.

OPEN SESSION

Open Forum Discussions – Residents attended the meeting and discussed concerns with the local MUD and Fort Bend County not taking ownership of sidewalk repairs. They provided pictures and materials of the cracks next to the manholes on their sidewalks. The Board advised that the association would not repair the sidewalks but that the management team would reach out to both parties.

MINUTES, MEETINGS & DECISIONS

Ratify Decisions Between Meetings – None.

Recap any Unannounced Meetings – None.

Meeting Minutes

A MOTION PASSED to approve the September 24, 2024 Board meeting minutes as presented (Motion – Elmer; 2nd – McDonald; Unanimous).

MANAGEMENT REPORT

Financial Reports – The preliminary financial report was presented and reviewed.

Deed Restriction Reports – were provided for Board review.

Architectural Control Reports – were provided for Board review.

MAINTENANCE REPORT

The maintenance report was reviewed with the Board. The Board requested that management contact DSC to confirm if we install their access box that it will result in the removal of emergency phone line services. Until then, they will hold on the decision for access device management.

A MOTION PASSED to approve the proposal from Monarch to trim the trees at several addresses throughout the community at a cost of \$889.76. (Motion – Tice; 2nd – Handshoe; Unanimous).

A MOTION PASSED to approve the proposal from Monarch to repair the irrigation concerns found at their recent community wide inspection at a cost of \$6,506.95. Please note, \$875.43 of these damages are due to Kinetic damages. (Motion – Elmer; 2nd – Koiki; Unanimous).

BIG OAKS MUD – No report.

COMMITTEES REPORTS

ARC – No report.

Social – None.

Yard of the Month – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

2024 Budget – The Board reviewed the second draft of the 2025 budget. The Board approved the budget and set the annual assessment at \$609.00 for 2025.

EXECUTIVE SESSION

Legal Matters –The attorney status report was reviewed.

Collections Update – The collection update was reviewed.

DR Recommendations for Last Chance Letters – None.

Homeowner Correspondence – The Board reviewed a couple of owner communications.

OPEN SESSION

The open session was called to order and a verbal recap of all executive session decisions was given and is as indicated below.

A MOTION PASSED to approve last chance letters for violations 9466, 8288, and 9203(Motion – Tice; 2nd – Handshoe; Unanimous).

With no further business to come before the board, the open meeting adjourned at 8:58 p.m.



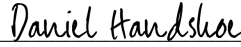
Prepared by:

Jennifer Gonzalez, Community Manager
C.I.A. Services, Inc.

Approved at the January 2025 meeting of the Board of Directors.

Approved by:

DocuSigned by:



Secretary, A94AB...